



**NEW YORK'S EARLY HEARING DETECTION AND
INTERVENTION – INFORMATION SYSTEM**

***APPLICATION USER MANUAL
VERSION 1.3.3***

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1. INTRODUCTION

Welcome to the New York Early Hearing Detection and Intervention Information System (NYEHDI-IS).

The NYEHDI-IS provides "one-stop shopping" for health care providers to record and review hearing screening and follow-up testing on the patients they serve. The timely availability of this information is expected

NYEHDI
**New York Early Hearing
Detection and Intervention**



to reduce loss to follow-up and enable New York's babies to get appropriate early intervention (EI) services.

The New York State Early Hearing Detection and Intervention program (NYEHDI) supports the US Surgeon General's Healthy People 2020 goal: Increase the proportion of newborns who are screened for hearing loss by no later than age 1 month; have audiologic evaluation by age 3 months; and are enrolled in appropriate intervention services no later than age 6 months.

2. ACCESSING NYEHDI-IS

2.1. ACCESS TO NYEHDI-IS - FOR AUDIOLOGISTS AND/OR NEW USERS

2.1.1. ACCESS THE HEALTH COMMERCE SYSTEM

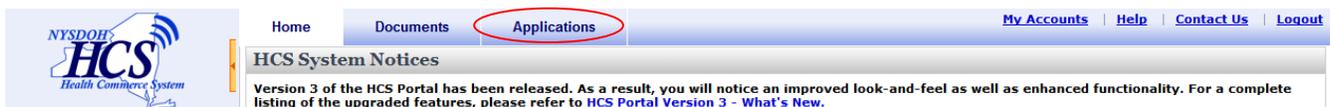
1. Open your Internet browser. To open your browser, locate the browser icon on your computer's desktop. Once you have located the icon, double click on it with your left mouse button.
2. In the address bar, type the URL for the New York State Department of Health (NYSDOH) Health Commerce System (HCS): <https://commerce.health.state.ny.us/>, and click enter.
3. On the login page, enter your HCS User ID and Password, and click the Sign In button:



NOTE: Each person that will be accessing NYEHDI-IS is required to have his/her own individual HCS Account. HCS accounts cannot be shared.

For reference, information on setting up ID's necessary for access to NYEHDI platform applications (including an HCS ID) can be found in Appendix A.

4. Find and add CHI² to the My Applications menu in the HCS. **This is a one-time step; once you have added an application to your 'My Applications' set, it does not need to be repeated:**
 - a. Click on the Applications menu:



- b. Browse by 'C', to find Child Health Information Integration in the listed applications:

- c. Click on the  next to CHI² to add to your My Applications menu:

Health Commerce System Applications					View Help
Browse by A B C D E F G H I J K L M N O P Q R S T U V W X Y Z					View All
Application Name	Acronym	Profile	Restricted	Add/Remove	
CACFP Information and Payment System	CACFP				
CAMU Procedures (For DOH CAMU Staff Only)			Yes		
Cancer Reporting Errors - Managed Care Organizations			Yes		
Cancer Reporting - Facility			Yes		
Cancer Reporting - Managed Care Organizations			Yes		
Cancer Reporting - Physicians					
Cardiac Services Program Initiative			Yes		
Certified Home Health Agency Cost Report			Yes		
Certified Home Health Agency Rate Sheets			Yes		
Certified Home Health Agency Telehealth Letters			Yes		
Change Password (System Account Information)					
Child Foster Care Agencies Cost Report			Yes		
Child Health Information Integration (Chi Square)	CHI Square				

NOTE: The Child Health Integration Information, or CHI², system is NYSDOH's initiative to provide a single, integrated view of a child's public health information. Capabilities are being defined and made available in phases. With NYEHDI-IS phase 1 capability, a CHI² Landing Page is being introduced as a starting point to find and eventually gather and present child health related information, including the child's Hearing Screening information.

This section focuses on the use of the CHI² Landing Page to navigate to the NYEHDI-IS capabilities.

See the section of this User Manual titled "CHI² Landing Page and the NYEHDI-IS" for detailed information on the CHI² Landing Page, its functionality, and its fit in this flow.

5. Once added to your 'My Applications menu, click on CHI² in the My Applications menu on the left hand side:



6. The CHI²Landing Page is shown below, with its integration to Hearing indicated by the red oval.



7. Clicking on the Hearing Link will send users to the application where (after selecting an organization, if necessary) the user can search for a child and then launch the NYEHD-IS.

2.1.2. LAUNCH APPLICATION TO SEARCH FOR YOUR CHILD

8. The page that will initially show when logging in through your HCS account will be determined by the setup of your account.
 - a. User accounts set up with access to more than one organization will be taken to a Manage Access/Account Screen shown in the following picture. If you receive this screen, select the org under which you want to search for and update a child's hearing screening data.



- b. User accounts set up with access to one organization, or once you have selected an organization, will take you to a landing page as shown below.

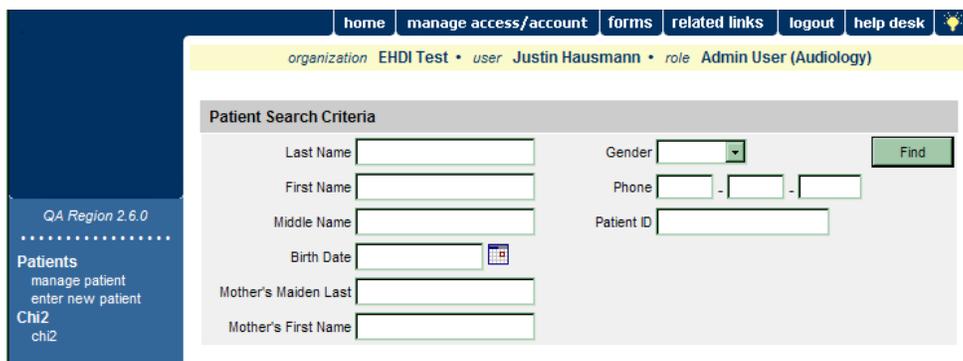


- Click on the link to 'Manage Patient' in the left navigation area to search for a patient.

NOTE: The 'Manage Patient' functionality for NYEHDI-IS users - including searching for children - is shared with the NYSIIS application. Detailed instructions on entering names and how to best enter a collection of search criteria are documented and maintained in section 10 of the 'NYSIISCompleteUserManual.pdf', found here:

http://www.health.ny.gov/prevention/immunization/information_system/docs/user_manual.pdf.

A relevant subset of the instructions are repeated here to facilitate this process for NYEHDI-IS users who have not or will not use NYSIIS. Users with questions or a need for additional information on searching for a patient should refer to the NYSIISCompleteUserManual.pdf.



NYEHDI-IS uses multiple avenues for receiving a child's hearing screening information, including data collected electronically from the birth certificate systems. **As such, you should always attempt to find a child before entering them as a new patient. This will prevent duplicate records from being entered into the system.**

Users should utilize the "3-2" search. The "3-2" search includes the first three letters of the child's last name, followed by the first two letters of the child's first name. It is recommended that date of birth is used when searching for children with common names to narrow the list of possible matches. When searching for a child, you are searching on a statewide level

and not just within your organization - sometimes more information is not always better. By entering too much information about a child (mother's maiden name, phone number, etc.) you will increase your data entry time and decrease the odds of finding the patient due to typing and interpretation errors.

10. In the Patient Search Criteria box, supply criteria to find your child and press 'Find'

11. If multiple records are found matching the criteria you entered, a table listing up to 75 matches with detailed information on each child will be shown below the Find Patient Information box. To choose a child from this list click on their last name (i.e. the red circled area in the following picture).

Last Name	First Name	Middle Name	Birth Date	Patient ID	Mother's Maiden First	Mother's Maiden Last	Gender	Status
DOE	JOHN		09/01/2012		JANE	DOE	U	A
DOE	JOHN		04/12/2000				M	N

12. If no children match your search, review the search criteria information you entered for accuracy. If you suspect the child cannot be found because they have never been entered, you will need to enter a new record for the child.

NOTE: It can take as long as 14 days for an initial screen from the electronic birth certificate to enter the NYEHDI-IS. If the child is still under 30 days old and you cannot find them in a search, contact the NYEHDI-IS Help Staff for assistance. Do NOT enter new children until this step has been taken.

NOTE: The 'Enter a New Patient' functionality for NYEHDI-IS users is shared with the NYSIS application. Detailed instructions on Entering a New Patient are documented and maintained in section 10 of the 'NYSISCompleteUserManual.pdf', found here:

http://www.health.ny.gov/prevention/immunization/information_system/docs/user_manual.pdf

Basic information on entering information for a child is included below. Users with questions or a need for additional information on entering a new patient record should refer to the NYSISCompleteUserManual.pdf.

When all other search options have been exhausted, Users will enter new children in the Personal Information Section. All fields shown in blue font are required and are completed as described:

- **Last Name:** This is a required field.
- **First name:** This is a required field.
- **Middle name:** This is an optional field.
- **Suffix:** This is an optional field.
- **Birth Date:** This is a required field. Fill in the field using the MM/DD/YYYY format, or use the pop-up calendar by clicking the calendar icon to the right of the field. Then choose a month and year from the dropdown lists at the top and choose a day by clicking on the appropriate calendar day. Children entered by the New York Vital Records program do not have editable birth dates. The parent/guardian must contact the New York Vital Records program in the event an incorrect birth date is in dispute. Contact the NYEHDI Program Help Staff to obtain the Vital Records phone number.
- **Mother's Maiden Last Name:** This is a required field. Although the application will allow you to save the record without this field completed, it is requested that you gather this information for future deduplication of patients.
- **Mother's First Name:** This is a required field. Although the application will allow you to save the record without this field completed, it is requested that you gather this information for future deduplication of patients.

NOTE: It is critical that the information in the Mother's Maiden Name fields is accurate. If you do not have the correct information, leave these fields blank. Please do NOT use a fake name, foster mother or type "unknown" in the fields.

13. If multiple children are found matching the criteria you entered, and there are over 75 matches, you will receive a warning that there are too many children matching your search criteria. Please refine your search criteria to limit your list.
14. If only one child matches your search, or after you select one record from the list of multiple matches, you will land directly on that child's demographic record on the Patient Information Screen.

2.1.3. ACCESS THE NYEHDI-IS APPLICATION

The screenshot shows a web application interface for updating patient information. At the top, there is a navigation bar with links: home, manage access/account, forms, related links, logout, help desk. Below this, a yellow bar displays the user's session information: organization EHDl Test, user Justin Hausmann, role Admin User (Audiology). The main content area is titled 'Update Patient' and contains a 'Personal Information' form. The form fields include: Last Name (DOE), First Name (JOHN), Middle Name, Suffix, Birth Date (09/01/2012), Mother's Maiden Last (DOE), Mother's First Name (JANE), Gender (Unknown), Medicaid ID, Birth Order, Birth Country (UNITED STATES), and Last Notice. To the right of the form are three buttons: 'Save', 'Hearing' (circled in red), and 'Cancel'. Below the form, there are expandable sections for Patient Information, Address Information, Responsible Persons (0), Patient Comments (0), and Patient Notes (0). A footer note reads: Copyright © 1999 - 2012 State of Wisconsin. All rights reserved.

15. Click on the 'Hearing' button to launch the NYEHDI-IS application in order to view and/or enter hearing screening results for your child.

The screenshot displays the NYEHDI-IS application interface. At the top left is the NYEHDI logo with the text 'New York Early Hearing Detection and Intervention'. At the top right, a grey box shows user information: User: Justin R Hausmann(1600), Org: EHDl Test(4520), and CH12. The main content area is titled 'Patient Demographic Information Area' and contains the following data: Last Name DOE, First Name JOHN, Middle Name, Patient ID 2544527, Gender U, Birth Date 01-Sep-2012 (0 Years, 0 Months), Mother's Maiden Last DOE, Mother's First Name JANE, and Phone. A green button labeled 'Return to Child's Demographic Record' is located at the bottom right of this section. Below this is the 'EHDl Program Alerts' section, which includes a table with columns: Initial, First Follow-Up, Second Follow-Up, Diagnostic, Amplification. There are two rows of alerts: 'Hearing Screening - Initial + Previous Results' and 'Hearing Screening - First Follow-Up'.

2.2. ACCESS TO NYEHDI-IS - FOR USERS WHO ALREADY USE THE NYSIIS APPLICATION

For NYEHDI-IS application users who are already experienced NYSIIS application users, you may follow all of the steps outlined in the previous section.

Alternatively, you can log into NYSIIS business-as-usual. The 'Hearing' button will be present on the Patient Information Screen when viewing the child's demographic record.

organization EHDI Test • user Justin Hausmann • role Standard User

Update Patient

Personal Information

* Last Name: TEST * Gender: Male

* First Name: EHDI Medicaid ID: []

Middle Name: [] Birth Order: [] (for multiple births)

Suffix: [] Birth Country: UNITED STATES

* Birth Date: 10/23/2012

* Mother's Maiden Last: TEST

* Mother's First Name: JENNIFER Last Notice: []

Buttons: Save, History/Recommend, Record Immunization, Reports, Blood Lead, **Hearing**, Cancel

Last Updated by EHDI Test on 10/24/2012

Sections: Patient Information, Address Information, Responsible Persons (0), Patient Comments (0), Patient Notes (0)

Provided your user account has appropriate permissions, NYEHDI-IS can be launched directly by clicking the ‘Hearing’ button (circled in red above). Clicking that button will launch the NYEHDI-IS application and bring you to the NYEHDI-IS Landing Page as depicted in the following picture.

User: Justin R. Hausmann(1600)
Org: EHDI Test(4520)
CHI2

NYEHDI
New York Early Hearing Detection and Intervention

Patient Demographic Information Area

Last Name: TEST First Name: EHDI Middle Name: []
ID #: 2545547 Gender: M Birth Date: 23-Oct-2012 (0 Years, 0 Months)
Mother's Maiden Last: TEST Mother's First Name: JENNIFER Phone: 555-555-6666

Return to Child's Demographic Record

EHDI Program Alerts

! NO RESULTS RECORDED FOR THE CHILD

Initial	First Follow-Up	Second Follow-Up	Diagnostic	Amplification
---------	-----------------	------------------	------------	---------------

Hearing Screening - Initial + Previous Results

For detailed information regarding the NYEHDI-IS application landing page functionality, refer to the “NYEHDI-IS – Landing Page” section of this document.

2.3. ENDING YOUR NYEHDI-IS SESSION

When you finish activity in NYEHDI-IS, you may close your browser. There is no official log out for NYEHDI-IS.

The system will automatically log you out after 60 minutes of inactivity by ending your HCS user session. If this happens you will be prompted to log back in with your HCS username and password.

Other navigational tools to move from one function to another (aside from closing your browser session) in the NYEHDI-IS will be described in other sections of this User Manual.

3. NYEHDI-IS GENERAL LAYOUT AND COMMON FUNCTIONS

To access the NYEHDI-IS application, please follow the instructions outlined in the “Accessing NYEHDI-IS” section of this Application User Manual.

Within the NYEHDI-IS application, there are blocks of content and navigational links that are standard and available on each page of the application. Below is a screenshot of the NYEHDI-IS application with the common sections visible.

The screenshot shows the NYEHDI-IS application interface. At the top left is the NYEHDI logo with the text "New York Early Hearing Detection and Intervention". At the top right is a gray "User Information Block" containing: "User: Justin R. Hausmann(1600)", "Org: EHD Test(4520)", and a red "CHI2" link. Below this is a blue horizontal menu bar. The main content area is titled "Patient Demographic Information Area" and contains the following fields: "Last Name TEST", "First Name EHRONE", "Middle Name", "ID # 2415313", "Gender M", "Birth Date 29-Jan-2003 (9 Years,9 Months)", "Mother's Maiden Last", "Mother's First Name", and "Phone 518-555-5555". A green button labeled "Return to Child's Demographic Record" is at the bottom of this section. Below the menu bar is the "EHD Program Alerts" section, which displays two alerts: "NO RESULTS RECORDED FOR THE CHILD" and "REFER TO EARLY INTERVENTION - CHILD FIND". At the bottom is a blue navigation bar with tabs: "Initial", "First Follow-Up", "Second Follow-Up", "Diagnostic", and "Amplification". A callout points to the "Amplification" tab, labeled "EHD-IS Hearing Screening Tabs".

This section will describe NYEHDI-IS’ common content blocks and navigational tools.

3.1. USER INFORMATION BLOCK

The section on the upper right corner with gray background is the User Information block. It contains information about the user who has accessed the NYEHDI-IS application. From top to bottom, it contains:

- User Name (e.g. “Justin Hausmann”)
- The long name of the Organization that the user selected when entering the NYEHDI-IS platform (e.g. “EHD Test”)
- If you work for more than one organization, be sure the one you are reporting for is displayed here.
- A link to the CHI², or Child Health Information Integration Landing Page

3.2. PATIENT DEMOGRAPHIC INFORMATION AREA

Below the blue menu bar are detailed child demographic data. None of these fields is enter-able or modifiable. This information is pre-populated when the user arrives on the NYEHDI-IS Landing Page, and it is retained throughout the duration of the user’s session for this specific child. Information includes:

- **Last Name:** last name of the child
- **First Name:** first name of the child
- **Middle Name:** middle name of the child (if provided)
- **ID#:** a unique identifier assigned to the child in the NYEHDI-IS application. It is not personally identifiable information, but may be useful to provide to NYEHDI help Staff & user support in case you encounter an error or inaccuracy with the data logged for this child
- **Gender:** the gender recorded for this child
- **Birth Date:** the recorded date of birth for the child. It is also provided as an age (count of years, months). The age is to assist users in understanding the age of the child and any time-sensitive alerts or actions that must be taken
- **Mother’s Maiden Last Name:** the mother’s maiden last name (if provided)
- **Mother’s First Name:** the mother’s first name (if provided)
- **Phone:** contact phone number for the party responsible for the care of the child (if provided)

Below the demographic details is a pushbutton named 'Return to Child's Demographic Record'. Clicking this button will transfer the user out of the NYEHDI-IS application and back to the child's demographic record on the Patient Information Screen of the application used for patient search.

3.3. NYEHDI PROGRAM ALERTS AREA

Under the patient Demographic Area is a box titled EHD Program Alerts. It is shown below with an example alert in red text. There can be zero (0), one (1), or multiple alerts displayed in this area depending on the child's particular situation.



This section will display instructive messages to the system user that indicate some action must be taken to facilitate proper follow-up. There are multiple types of message that can appear.

- Data entry error messages (1) - a required field is not filled in when a user tries to 'Save'
 - Data entry error messages (2) – data entered fail a functional validation, e.g. an entered hearing screening date is before the child's date of birth
 - Screening prompts and alerts - based on the child's age and the hearing screening tests administered and reported, action-required information about screens missed or specific follow-ups required will be displayed.
- Available program alerts and their triggers are described below:

PROGRAM ALERT - TEXT	ALERT TRIGGERED BY
<i>"CHILD DID NOT PASS INITIAL SCREENING. CHILD SHOULD RECEIVE FOLLOW-UP SCREENING"</i>	... a did not pass initial screening result. ACTION REQUIRED: Schedule and perform a Follow-Up screening.
<i>"CHILD SHOULD RECEIVE FULL DIAGNOSTIC EVALUATION"</i>	... a did not pass initial screening + a did not pass follow-up screening result. ACTION REQUIRED: Schedule and perform a Diagnostic Evaluation.
<i>"REFER TO EARLY INTERVENTION SUSPECTED HEARING LOSS"</i>	... a did not pass initial screening + a did not pass follow-up screening result. ACTION REQUIRED: Refer the child to Early Intervention (EI).
<i>"REFER TO EARLY INTERVENTION – CHILD FIND"</i>	... a missed initial screening + no follow-up screening conducted within 45 days. ...or a did not pass initial screening + no follow-up screening conducted within 45 days. ACTION REQUIRED: Refer the child to Early Intervention (EI).
<i>"Please note: by selecting the 'Referral to EI', you have documented this referral ONLY. Please be sure to refer the infant to the Early Intervention program in the infant's County of residence."</i>	... If the selected value on any of the NYEHDI-IS pages (i.e. Initial Screening, First Follow-up Screening, Second Follow-up Screening or Diagnostic screens) for the 'Referred to EI' is 'Referred to EI – Child Find' or 'Referred to EI – Suspected Hearing Loss'. ACTION REQUIRED: Refer the child to Early Intervention (EI).

NOTE: There are a number of other error messages that may appear; the table above is not a complete inventory of all errors that may be displayed. What the table contains are specific program alerts that prompt action by a health care provider regarding treatment and tests to administer and record.

3.4. NYEHDI-IS HEARING SCREENING TABS

Below the Program Alerts box are a set of blue tabs.



There is a tab for each possible type of Hearing Screening that can be performed for a child. The user can click on any of the tabs in order to navigate to the area in the application corresponding to that Hearing Screening type. The functionality available on these tabs is described in the 'Managing Hearing Screening Results' section of this document.

3.5. OTHER NYEHDI-IS APPLICATION CONVENTIONS

Within the NYEHDI-IS application, you will see other icons used in multiple areas and it is important to understand their meaning or what they indicate.

-  = Clicking this will expand section to show additional detailed content relevant to the displayed heading
-  = Clicking this will collapse section to hide detailed content underneath the displayed heading
-  = Clicking this will allow the user to edit that specific piece of detailed screening data for that child
-  = Indicates a required field. The user must provide a value in the field of the NYEHDI-IS application where this red asterisk is present; the user will not be able to save the data and/or navigate to another page/tab until the required data are provided.

4. NYEHDI-IS LANDING PAGE

To access the NYEHDI-IS landing page, please follow the instructions outlined in the “Accessing NYEHDI-IS” section of this Application User Manual.

In this section, the landing page in NYEHDI-IS refers to the set of expandable sections immediately below the Hearing Screening Tabs. It is designed to be a point of entry and/or a destination for application users to view the full Hearing Screening history across all screening types for the selected child. All users of the NYEHDI-IS application will be able to view and update hearing screening content displayed in this section.

EHDI Program Alerts																																														
REFER TO EARLY INTERVENTION SUSPECTED HEARING LOSS																																														
Initial	First Follow-Up	Second Follow-Up	Diagnostic	Amplification																																										
<div style="background-color: #4f81bd; color: white; padding: 2px;"> - Hearing Screening - Initial + Previous Results </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>No Results Recorded</th> <th>Screening Type</th> <th>Manual Entry Reason</th> <th>Refusal of all Screening</th> <th>Screening Results - Left</th> <th>Method Used-Left</th> <th>Screening Results - Right</th> <th>Method Used-Right</th> <th>Date Conducted</th> <th>Screener Qual./Profession</th> <th>Screen Location</th> <th>Referral to EI</th> <th>Date of Referral</th> <th>Comments</th> <th>Edited By</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td></td> <td>Initial - In-Patient</td> <td></td> <td>No</td> <td>Pass</td> <td>Unknown</td> <td>Did Not Pass</td> <td>ABR</td> <td>03/06/2013</td> <td></td> <td>NYS Department of Health</td> <td></td> <td></td> <td>1 0 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5</td> <td>ext10</td> <td></td> </tr> </tbody> </table>															No Results Recorded	Screening Type	Manual Entry Reason	Refusal of all Screening	Screening Results - Left	Method Used-Left	Screening Results - Right	Method Used-Right	Date Conducted	Screener Qual./Profession	Screen Location	Referral to EI	Date of Referral	Comments	Edited By	Edit		Initial - In-Patient		No	Pass	Unknown	Did Not Pass	ABR	03/06/2013		NYS Department of Health			1 0 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5	ext10	
No Results Recorded	Screening Type	Manual Entry Reason	Refusal of all Screening	Screening Results - Left	Method Used-Left	Screening Results - Right	Method Used-Right	Date Conducted	Screener Qual./Profession	Screen Location	Referral to EI	Date of Referral	Comments	Edited By	Edit																															
	Initial - In-Patient		No	Pass	Unknown	Did Not Pass	ABR	03/06/2013		NYS Department of Health			1 0 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5	ext10																																
<div style="background-color: #4f81bd; color: white; padding: 2px;"> - Hearing Screening - First Follow-Up </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Refusal of all Screening</th> <th>Screening Results - Left</th> <th>Method Used</th> <th>Screening Results - Right</th> <th>Method Used</th> <th>Date Conducted</th> <th>Screener Qual./Profession</th> <th>Screen Location</th> <th>Referral to EI</th> <th>Date of Referral</th> <th>Comments</th> <th>Edited By</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>No</td> <td>Pass</td> <td>Unknown</td> <td>Did Not Pass</td> <td>ABR</td> <td>03/05/2013</td> <td></td> <td>NYS Department of Health</td> <td></td> <td></td> <td></td> <td>ext10</td> <td>Edit</td> </tr> </tbody> </table>															Refusal of all Screening	Screening Results - Left	Method Used	Screening Results - Right	Method Used	Date Conducted	Screener Qual./Profession	Screen Location	Referral to EI	Date of Referral	Comments	Edited By	Edit	No	Pass	Unknown	Did Not Pass	ABR	03/05/2013		NYS Department of Health				ext10	Edit						
Refusal of all Screening	Screening Results - Left	Method Used	Screening Results - Right	Method Used	Date Conducted	Screener Qual./Profession	Screen Location	Referral to EI	Date of Referral	Comments	Edited By	Edit																																		
No	Pass	Unknown	Did Not Pass	ABR	03/05/2013		NYS Department of Health				ext10	Edit																																		
<div style="background-color: #4f81bd; color: white; padding: 2px;"> + Hearing Screening - Second Follow-Up </div>																																														
<div style="background-color: #4f81bd; color: white; padding: 2px;"> + Diagnostic Evaluation + Previous Results </div>																																														
<div style="background-color: #4f81bd; color: white; padding: 2px;"> + Amplification + Previous Results </div>																																														

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The landing page is divided into several sections. It may be necessary to use:

- a vertical scroll bar on the right of the screen to view all sections of the landing page
- a horizontal scroll bar at the bottom of the screen to see all column headings and available actions for the listed hearing screening details for the child.

4.1. VIEW HEARING SCREENING RESULTS BY TYPE

On the Landing Page, the Hearing Screenings listed in blue heading bars which are oriented from top to bottom in the sequence in which it is expected that Hearing Screenings will be administered and reported:

- Initial
- First Follow-Up
- Second Follow-up
- Diagnostic Evaluation, and
- Amplification

By default, all of these sections are collapsed. To see the details for the latest screening performed and reported for a screening type, click the green (+) sign to expand that section. The details for that Hearing Screening will be displayed underneath the blue heading bar for that test type, with each screening result in a single row. Click the red (-) sign to collapse screening detail rows underneath the heading bar.

4.2. EDIT HEARING SCREENING RESULTS BY TYPE

When a section is expanded, you may see the ‘Edit’ icon and link present on row of detailed screening result information.

Hearing Screening - First Follow-Up												
Refusal of all Screening	Screening Results - Left	Method Used	Screening Results - Right	Method Used	Date Conducted	Screeener Qual./Profession	Screen Location	Referral to EI	Date of Referral	Comments	Edited By	Edit
No	Pass	Unknown	Did Not Pass	ABR	03/05/2013		NYS Department of Health				ext10	Edit

In the NYEHDI-IS application, **you are only allowed to edit Hearing Screening result entries that were entered by your organization.** Clicking on the 'Edit' icon will display a general Edit page and allow you to edit the results of the specific screening in question and re-save the record.

NOTE: Users can only edit results that were previously entered by users from within their organization. For any edits required entered by a different organization, you must call the NYEHDI program help staff for assistance. If the initial results from the electronic birth certificate system need to be edited, this should be done using the NYEHDI-IS (see section 5.2).

4.3. VIEW HEARING SCREENING RESULTS — PREVIOUS RESULTS

Also present on the blue heading bar is a link for 'Previous Results'.



Clicking on this link launches a separate browser window. In this window will be a printable list of the details for all screenings performed and reported. This list contains the exact same content that is included when the hearing screening sections are expanded for view (i.e. the green '+' sign is clicked to expand contents).

5. ENTER HEARING SCREENING RESULTS — BY SCREENING TYPE

5.1. RESULTS ENTRY — INITIAL HEARING SCREENING

Most initial hearing screening results are loaded into the NYEHDI-IS application within 14 days. EHDI initial screening information collected should be considered as follows:

- **Inpatient Initial screening** – If the EHDI information is collected as part of the standard procedures for treating a child at the birthing facility, it will be logged in New York’s electronic birth certificate systems. This screening type and all related Results details will flow through and be displayed in the NYEHDI-IS. *In this case, the user will not need to enter an Initial Screening result. However, you may be required to enter a manual correction of the result displayed from the electronic birth certificate system is inaccurate, or if the child does not have results due to an abnormality of the external ear or was not tested due to a stay in the Neonatal Intensive Care Unit .*
- **Outpatient Initial screening** – If no initial inpatient screening test was performed for a child prior to discharge, an initial screening must be performed and recorded as an Outpatient initial screen.

EHDI Program Alerts

NO RESULTS RECORDED FOR THE CHILD

InitialFirst Follow-UpSecond Follow-UpDiagnosticAmplification

This indicates that there were no results recorded in the birth certificate system or previous manual entries; you will need to record results for the initial screening. Click on the ‘Initial’ tab to navigate to the ‘Hearing Screening – Initial’ data entry page.

InitialFirst Follow-UpSecond Follow-UpDiagnosticAmplification

Hearing Screening - Initial

No Results Recorded

Screening Type *	Select	Method Used	Select
Manual Entry Reason *	Select	Method Used	Select
Refusal of all Screening *	Select		
Screening Results - Left *	Select	Method Used	Select
Screening Results - Right *	Select		
Date Conducted(mm/dd/yyyy) *	<input type="text"/>		
Screener Qual./Profession	Select		
Screen Location	ABC Audiology Associates		
Referral to EI	Select		
Date of Referral(mm/dd/yyyy)	<input type="text"/>		
Comments	<input style="width: 100%; height: 20px;" type="text"/>		

SaveCancel

Following are a description of the fields available on the Hearing Screening – Initial page and related guidance. Fields are listed in the table in the approximate order in which they should be considered when using the application.

PAGE FIELD	VALID VALUES	USAGE / EXPLANATION
No Results Recorded	<ul style="list-style-type: none"> - Checked - Unchecked 	<p>This box should only be checked in an instance where the child is in for a follow-up screening, but no initial screening results are available.</p> <p><i>Example:</i> if a child moved from out of state and no initial screening results are available, checking this box will disable all Initial Hearing Screening fields but will enable the current user to enter follow-up hearing screening results.</p>
Screening Type <i>(required)</i>	<ul style="list-style-type: none"> - Inpatient - Outpatient 	<p>Inpatient should be selected for screening tests that were administered in the birthing facility and before the child is discharged and not recorded through the vital records system.</p> <p>** NOTE: Normal procedure is to report Initial hearing screening results through the birth certificate record. These results pre-populate the initial results field. If a user is entering an Initial Inpatient result, they must select the reason (see below).</p> <p>Outpatient is selected when the child is given the initial screening after discharge</p>
Manual Entry Reason <i>(required for Inpatient Screens)</i>	<ul style="list-style-type: none"> - Physical Abnormality of the External Ear - NICU Stay - Data Entry Correction 	<p>The user must select a reason for the manual entry of results. Example: if an infant is in NICU and tested after the birth record is generated, use this manually entry section to record the results. Do not update the birth record.</p> <p>** NOTE: When INITIAL - OUT-PATIENT is selected from “Screening Type”, the manual entry function is disabled.</p>
Refusal of all Screening <i>(required)</i>	<ul style="list-style-type: none"> - Yes - No 	<p>The user should select NO unless the child was not screened because the parent refused for both ears.</p> <p>When YES is selected, all other fields on this page except the “Screening Type” field are grayed out and deactivated (i.e., a “Screening Type” value will always be selected regardless of the value selected for the “Refusal of all Screening”).</p>
Screening Results (by ear, left & right) <i>(required)</i>	<ul style="list-style-type: none"> - Pass - Did not pass - Not Performed (Facility Related) - Not Performed (Medical Exclusion) - Parent Refused 	<p>The user must select a result for each ear.</p> <p>If a test was not performed, there are selectable reasons to input for these scenarios as well.</p>
Screening Method Used (by ear, left & right)	<ul style="list-style-type: none"> - ABR - OAE - Unknown 	<p>The user must select a valid Method for each ear from the available values.</p>
Date Conducted <i>(required)</i>	Mm/dd/yyyy	<p>The user must pick the date the test was administered.</p>

Screener Qualification / Profession	<ul style="list-style-type: none"> - Physician - Physician's Assistant - Audiologist - Registered Nurse - Licensed Practical Nurse - Nurse Practitioner - Speech-Language Pathologist - Screening Technician - Volunteer 	<p>The user must select an entry that best describes the qualifications of the individual who performed the Hearing Screening Test.</p> <p>** NOTE: this information is not currently tracked from the birth record system, so screenings done prior to discharge (i.e. inpatient) do not have this information populated.</p>
Screen Location	<p>Defaulted to the org of the health care provider entering the hearing screening result</p>	<p>The value in this field should be the location (as indicated by the provider's organization code, or org) where the Initial Hearing Screening is physically performed.</p> <p>** NOTE: this is pre-populated with your organization. In most cases you will not alter this information. If you belong to multiple organizations, make sure that the correct one is displayed.</p>
Referral to EI	<ul style="list-style-type: none"> - Referred to EI - Child Find - Referred to EI - Suspected Hearing Loss - NOT referred to EI - Parental Objection 	<p>When adding or viewing Initial Screening results, there is no action required with respect to making a referral to the Early Intervention (EI) program.</p> <p>An EI referral is a suggested step if:</p> <ul style="list-style-type: none"> - the child is unable to be tested due to a congenital malformation or similar circumstance (= "...- <i>Suspected Hearing Loss</i>") - the child misses initial screening and there is no follow-up screen conducted within 45 days (= "...- <i>Child Find</i>") <p>** NOTE: Selecting Referral to EI in NYEHDI-IS WILL NOT automatically / systematically create a referral. This is for tracking purposes only within NYEHDI-IS. If a referral is to be made, it can be made in the New York Early Intervention System (NYEIS) or by contacting the county EI office directly. Please be sure to refer the infant to the Early Intervention program in the infant's County of residence.</p>
Date of Referral	<p>Mm/dd/yyyy</p>	<p>The user is required to enter a date in this field if a value is selected in the 'Referral to EI' field. The user must pick the date that the child is referred to the Early Intervention program.</p>
Comments	<p>~ not applicable; field is free-form text.</p>	<p>A free text field where the user may enter notes about the screening and details that may be useful for reference by other providers or application users.</p> <p>** NOTE: The comments field is limited to 250 characters or less. Only the first 250 characters will be saved with the result data.</p>

Once all fields are entered accordingly for the child’s initial screening, the user should carefully review the entries to make sure there are no inaccuracies. If problems are noted, the user can either click to the field and make corrections, or click



to erase page contents and start over.



If all entries are correct, the user must click at the bottom of the page. Results will be saved for the child and they will be viewable on the NYEHDI-IS Landing Page in the ‘Hearing Screening – Initial’ section.

To return to the landing page at any time, click the [Child's EHDI Home Page](#) button on the top left side of the screen.

NOTE: It is possible that the Initial Screening is administered multiple times. To meet the NYEHDI program reporting requirements, only the last screening administered before discharge should be entered in the system. Users should not enter multiple screening attempts but only the results of the final screening.

There should only be one Initial Screening Result (Pass/Did Not Pass) for a child, but there may be two (2) Initial Inpatient Screening results and one (1) Initial Outpatient Screening result. The NYEHDI-IS Landing Page will display all administered test results.

5.2. RESULTS ENTRY — FOLLOW-UP SCREENINGS — FIRST FOLLOW-UP

Depending on the results from a child’s initial screening, a follow-up screening may be required. Whether or not to administer and enter a follow-up screening should be considered as follows:

- If a **child does not pass their initial screening** , they should be referred for a follow-up screening

You will find the link to the data entry page for the First Follow-Up screenings on the blue NYEHDI-IS Hearing Screening tabs. To record results for a First Follow-Up screening, click the ‘First Follow-Up’ tab.



You will be taken to the data entry page for the First Follow-Up screening.

Initial	First Follow-Up	Second Follow-Up	Diagnostic	Amplification
Hearing Screening - First Follow-Up				
Refusal of all Screening *	Select			
Screening Results - Left *	Select	Method Used	Select	
Screening Results - Right *	Select	Method Used	Select	
Date Conducted(mm/dd/yyyy) *				
Screener Qual./Profession	Select			
Screen Location	ABC Audiology Associates			
Referral to EI	Select			
Date of Referral(mm/dd/yyyy)				
Comments				
	Save	Cancel		

The data entry page for First Follow-Up screening is very similar to the data entry page for Initial screenings. There are two (2) noted differences:

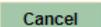
- since all Follow-Up screenings are considered to be done as outpatients, there is no selection of the screening type
- there is no “No Results Recorded” box.

Aside from these differences, the data fields to be entered for First Follow-Up are the same. Following are a description of the fields available on the page and related guidance. Fields are listed in the table in the approximate order in which they should be considered when using the application.

PAGE FIELD	VALID VALUES	USAGE / EXPLANATION
Refusal of all Screening <i>(required)</i>	- Yes - No	The user should select NO unless the child was not screened because the parent refused for both ears. When YES is selected, all other fields on this page are grayed out and deactivated.
Screening Results (by ear, left & right) <i>(required)</i>	- Pass - Did not pass - Not Performed (Facility Related) - Not Performed (Medical Exclusion) - Parent Refused	The user must select a result for each ear. If a test was not performed, there are selectable reasons to input for these scenarios as well.
Screening Method Used (by ear, left & right)	- ABR - OAE - Unknown	The user must select a valid Method for each ear from the available values.
Date Conducted <i>(required)</i>	Mm/dd/yyyy	The user must pick the date the test was administered.
Screener Qualification / Profession	- Physician - Physician’s Assistant - Audiologist - Registered Nurse - Licensed Practical Nurse - Nurse Practitioner - Speech-Language Pathologist - Screening Technician - Volunteer	The user must select an entry that best describes the qualifications of the individual who performed the Hearing Screening Test. ** NOTE: this information is not currently tracked from the birth record system, so screenings done prior to discharge (i.e. inpatient) do not have this information populated.

Screen Location	Defaulted to the org of the health care provider entering the hearing screening result	The value in this field should be the location (as indicated by the provider’s organization code, or org) where the Initial Hearing Screening is physically performed. ** NOTE: this is pre-populated with your organization. In most cases you will not alter this information. If you belong to multiple organizations, make sure that the correct one is displayed.
Referral to EI	<ul style="list-style-type: none"> - Referred to EI - Child Find - Referred to EI - Suspected Hearing Loss - NOT referred to EI - Parental Objection 	<p>When adding or viewing Follow-Up Screening results, an EI referral is a suggested step if:</p> <ul style="list-style-type: none"> - the child does not pass a Follow-Up Screening (= “...- <i>Suspected Hearing Loss</i>”) <p>In cases of did not pass Follow-Up screenings the parents may object to an EI referral, and this should be selected as well (= “... - <i>Parental Objection</i>”)</p> <p>** NOTE: Selecting Referral to EI in NYEHDI-IS WILL NOT automatically / systematically create a referral. This is for tracking purposes only within NYEHDI-IS. If a referral is to be made, it can be made in the New York Early Intervention System (NYEIS) or by contacting the EI office directly. Please be sure to refer the infant to the Early Intervention program in the infant’s County of residence.</p>
Date of Referral	Mm/dd/yyyy	The user is required to enter a date in this field if a value is selected in the ‘Referral to EI’ field. The user must pick the date that the child is referred to the Early Intervention program.
Comments	~ not applicable; field is free-form text.	<p>A free text field where the user may enter notes about the screening and details that may be useful for reference by other providers or application users.</p> <p>** NOTE: The comments field is limited to 250 characters or less. Only the first 250 characters will be saved with the result data.</p>

Once all fields are entered accordingly for the First Follow-Up screening, the user should carefully review the entries to make sure there are no inaccuracies. If problems are noted, the user can either click to the field and make corrections, or click



to erase page contents and start over.



If all entries are correct, the user must click  at the bottom of the page. Results will be saved for the child and they will be viewable on the NYEHDI Landing Page in the ‘Hearing Screening – First Follow-Up’ section.

To return to the landing page at any time, click the [Child's EHDI Home Page](#) button on the top left side of the screen.

5.3. RESULTS ENTRY — FOLLOW-UP SCREENINGS — SECOND FOLLOW-UP

Depending on the results from a child’s previously administered screenings, a Second Follow-Up screening may be performed. Whether or not to administer and enter Second Follow-Up screening results should be considered as follows:

- If a **First Follow-Up screening** has been performed and there is concern at a later date regarding hearing status.
- If a **First Follow-Up screening** has been performed and there is a **parental concern to re-screen**

NOTE: There is no defined rule or set of circumstances where a health care professional must administer a Second Follow-Up screening. As such, the entry of a Second Follow-Up is anticipated to be rare.

You will find the link to the data entry page for the Second Follow-Up screening on the blue NYEHDI-IS Hearing Screening tabs. To record results for a Second Follow-Up screening, click the ‘Second Follow-Up’ tab.



You will be taken to the data entry page for the Second Follow-Up screening.

The data entry page for Second Follow-Up screenings is both identical to the data entry page for First Follow-Up Screenings, and similar to the data entry page for Initial screenings. See the “Results Entry – Follow-Up Screenings - First Follow-Up” section for documented differences from the Initial screening data entry page.

Following are a description of the fields available on the Second Follow-Up screening data entry page and related guidance. Fields are listed in the table in the approximate order in which they should be considered when using the application.

PAGE FIELD	VALID VALUES	USAGE / EXPLANATION
------------	--------------	---------------------

Refusal of all Screening <i>(required)</i>	<ul style="list-style-type: none"> - Yes - No 	<p>The user should select NO unless the child was not screened because the parent refused for both ears.</p> <p>When YES is selected, all other fields on this page are grayed out and deactivated.</p> <p>In the case that screening was refused in one ear (e.g. there was atresia on one ear) you would select NO and use the "Screening Results" fields to designate which ear was refused, and which could not be tested.</p>
Screening Results (by ear, left & right) <i>(required)</i>	<ul style="list-style-type: none"> - Pass - Did not pass - Not Performed (Facility Related) - Not Performed (Medical Exclusion) - Parent Refused 	<p>The user must select a result for each ear.</p> <p>If a test was not performed, there are selectable reasons to input for these scenarios as well.</p>
Screening Method Used (by ear, left & right)	<ul style="list-style-type: none"> - ABR - OAE - Unknown 	<p>The user must select a valid Method for each ear from the available values.</p>
Date Conducted <i>(required)</i>	Mm/dd/yyyy	<p>The user must pick the date the test was administered.</p>
Screener Qualification / Profession	<ul style="list-style-type: none"> - Physician - Physician's Assistant - Audiologist - Registered Nurse - Licensed Practical Nurse - Nurse Practitioner - Speech-Language Pathologist - Screening Technician - Volunteer 	<p>The user must select an entry that best describes the qualifications of the individual who performed the Hearing Screening Test.</p> <p>** NOTE: this information is not currently tracked from the birth record system, so screenings done prior to discharge (i.e. inpatient) do not have this information populated.</p>
Screen Location	Defaulted to the org of the health care provider entering the hearing screening result	<p>The value in this field should be the location (as indicated by the provider's organization code, or org) where the Initial Hearing Screening is physically performed.</p> <p>** NOTE: this is pre-populated with your organization. In most cases you will not alter this information. If you belong to multiple organizations, make sure that the correct one is displayed.</p>

Referral to EI	<ul style="list-style-type: none"> - Referred to EI - Child Find - Referred to EI - Suspected Hearing Loss - NOT referred to EI - Parental Objection 	<p>When adding or viewing Follow-Up Screening results, an EI referral is a suggested step if:</p> <ul style="list-style-type: none"> - the child does not pass a Follow-Up Screening (= "...- <i>Suspected Hearing Loss</i>") <p>In cases of did not pass Follow-Up screenings the parents may object to an EI referral, and this should be selected as well (= "... - <i>Parental Objection</i>")</p> <p>** NOTE: Selecting Referral to EI in NYEHDI-IS WILL NOT automatically / systematically create a referral. This is for tracking purposes only within NYEHDI-IS. If a referral is to be made, it can be made in the New York Early Intervention System (NYEIS) or by contacting the county EI office directly. Please be sure to refer the infant to the Early Intervention program in the infant’s County of residence.</p>
Date of Referral	Mm/dd/yyyy	<p>The user is required to enter a date in this field if a value is selected in the ‘Referral to EI’ field. The user must pick the date that the child is referred to the Early Intervention program.</p>
Comments	~ not applicable; field is free-form text.	<p>A free text field where the user may enter notes about the screening and details that may be useful for reference by other providers or application users.</p> <p>** NOTE: The comments field is limited to 250 characters or less. Only the first 250 characters will be saved with the result data.</p>

Once all fields are entered accordingly for the Second Follow-Up screening, the user should carefully review the entries to make sure there are no inaccuracies. If problems are noted, the user can either click to the field and make corrections, or click  to erase page contents and start over.

If all entries are correct, the user must click  at the bottom of the page. Results will be saved for the child and they will be viewable on the NYEHDI-IS Landing Page in the ‘Hearing Screening – Second Follow-Up’ section.

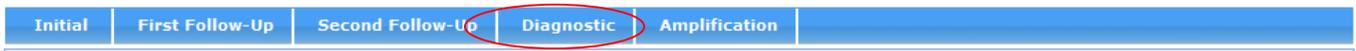
To return to the landing page at any time, click the [Child’s EHDI Home Page](#) button on the top left side of the screen.

5.4. RESULTS ENTRY — DIAGNOSTIC

Depending on the child’s previous hearing screening results, further evaluation may be recommended or required. Whether or not to administer and enter results for a Diagnostic Evaluation should be considered as follows:

- If a **child does not pass their initial screening AND does not pass their follow-up screening(s)**, they should be referred for a diagnostic evaluation
- If there is a provider or parental concern at a later date regarding hearing status.

You will find the link to the data entry page for the Diagnostic screening on the blue NYEHDI-IS Hearing Screening tabs. To record results, click the 'Diagnostic' tab.



You will be taken to the data entry page for the Diagnostic screening.

There are 2 sections to the Diagnostic page – Evaluation and Results. Each will be described.

5.4.1. DIAGNOSTIC EVALUATION SECTION

The top portion of the page contains data entry fields that describe details about the administration of the test (i.e. where, when). Following are a description of the fields available.

PAGE FIELD	VALID VALUES	USAGE / EXPLANATION
Date Conducted <i>(required)</i>	Mm/dd/yyyy	The user must pick the date the Diagnostic Evaluation was performed. ** NOTE: Due to the sometimes complex nature of a diagnostic – e.g. requiring multiple appointments - you should only enter the date that the final test and diagnosis, was attained.
Who Referred For Diagnostic (Source)	~ not applicable; field is free-form text.	This field is optional, but should be entered with by whom or from where the Diagnostic evaluation recommendation was made. Providing accurate data here can provide valuable information to providers about how the child came to the diagnostic and from where.

Diagnostic Evaluation Organization	Defaulted to the org of the health care provider entering the Diagnostic Evaluation result	The value in this field should be the location (as indicated by the provider's organization code, or org) where the Diagnostic is physically performed. ** NOTE: this is pre-populated with your organization. In most cases you will not alter this information. If you belong to multiple organizations, make sure that the correct one is displayed.
Phone (xxx-xxx-xxxx) (required)	10-digit phone number (xxx-xxx-xxxx)	The user must enter this field with the contact telephone number for the health care provider performing the Diagnostic evaluation. This contact number is collected in case other providers need to call the diagnosing provider with questions about the child's hearing.

5.4.2. DIAGNOSTIC RESULTS SECTION

Underneath the Evaluation section, the Diagnostic Results section of the page contains data entry where the actual results are entered. This data entry section is strictly for diagnostic evaluations that confirm a hearing loss, or normal hearing. Hearing Result values must be captured for each ear. Following are a description of the fields available.

PAGE FIELD	VALID VALUES	USAGE / EXPLANATION
Type of Hearing Loss – (right ear, left ear) (required)	<ul style="list-style-type: none"> - Permanent Conductive - Transient Conductive - Sensori-Neural - Mixed - Auditory Neuropathy - Unknown - Normal Hearing 	<p>The user must make a selection that best describes the type of hearing loss identified through the Diagnostic Evaluation.</p> <p>The user must indicate a result by ear (left ear and right ear).</p> <p>** NOTE: When a user selects the Hearing Result of "Normal Hearing" for one ear, the Severity and Configuration fields for that ear will be grayed-out and deactivated. The other Diagnostic Results fields on the Evaluation page will still be active (Method Used, Method Comment, Referral to EI, Date of Referral, Comments).</p>
Severity – (right ear, left ear) (required)	<ul style="list-style-type: none"> - Normal (-10 to 15 dB HL) - Slight (16 to 25 dB HL) - Mild (26 to 40 dB HL) - Moderate (41 to 55 dB HL) - Moderate-Severe (56 to 70 dB HL) - Severe (71 to 90 dB HL) - Profound (91+ dB HL) - Unknown 	<p>This list of values to choose from is consistent with the American Speech Language Hearing Association's standards for hearing loss.</p> <p>The user must select the range of hearing loss by ear (left ear and / or right ear).</p>
Configuration of Hearing Loss – (right ear, left ear)	<ul style="list-style-type: none"> - Cookie Bite - Flat - High Frequency - Left Corner - Rising - Sloping - N/A 	<p>The user may capture this information for each ear (left ear and / or right ear) to provide further clarification regarding the severity of hearing loss indicated during the Diagnostic.</p>

<p>Method Used (required)</p>	<ul style="list-style-type: none"> - Acoustic Immittance including tympanometry and acoustic reflex - ABR--sedated - ABR--unsedated - ASSR - CPA-Conditioned Play Audiometry - earphone - CPA-Conditioned Play Audiometry - sound field - Frequency specific stimuli-earphone - Frequency specific stimuli-sound field - OAE - Speech Audiometry - earphone - Speech Audiometry - sound field - VRA-Visual Reinforcement Audiometry - sound field - VRA Visual Reinforcement Audiometry - earphone - Other (250 character text box) 	<p>In this section, the user is allowed to select multiple methods that are used in the Diagnostic evaluation. Select all the methods used, even if it was from a prior appointment but was used to determine hearing loss.</p> <p>In order to select more than one method, press and hold the "CTRL" key while selecting each method used.</p> <p>In the case that a method used is not listed to be selected, the user should select "Other" from the list and provide adequate details on the method in the "Method Comments" entry field.</p>
<p>Method Comments</p>	<p>~ not applicable; field is free-form text.</p>	<p>If "Other" is selected in the Method Used, the user should enter details in the Method Comments to indicate specifics regarding methods that were used to perform the Diagnostic.</p> <p>** NOTE: The comments field is limited to 250 characters or less. Only the first 250 characters will be saved with the result data.</p>
<p>Referral to EI</p>	<ul style="list-style-type: none"> - Referred to EI - Child Find - Referred to EI - Suspected Hearing Loss - Referred to EI – Identified Hearing Loss - NOT referred to EI - Parental Objection 	<p>If the child was found to have hearing loss, the user should make a referral to EI (= "...- <i>Identified Hearing Loss</i>").</p> <p>It is possible that the parents may object to an EI referral, and this should be selected as well (= "... - <i>Parental Objection</i>")</p> <p>** NOTE: Selecting Referral to EI in NYEHDI-IS WILL NOT automatically / systematically create a referral. This is for tracking purposes only within NYEHDI-IS. If a referral is to be made, it can be made in the New York Early Intervention System (NYEIS) or by contacting the county EI office directly. Please be sure to refer the infant to the Early Intervention program in the infant's County of residence.</p>
<p>Date of Referral</p>	<p>Mm/dd/yyyy</p>	<p>The user is required to enter a date in this field if a value is selected in the 'Referral to EI' field. The user must pick the date that the child is referred to the Early Intervention program.</p>

Comments	~ not applicable; field is free-form text.	A free text field where the user may enter notes about the Diagnostic and details that may be useful for reference by other providers or application users. ** NOTE: The comments field is limited to 250 characters or less. Only the first 250 characters will be saved with the result data.
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Once all fields are entered accordingly for the Diagnostic Results section, the user should carefully review the entries to make sure there are no inaccuracies. If problems are noted, the user can either click to the field and make corrections, or click

Cancel to erase page contents and start over.

If all entries are correct, the user must click **Save** at the bottom of the page. Results will be saved for the child and they will be viewable on the NYEHDI-IS Landing Page in the 'Diagnostic Evaluation' section.

To return to the landing page at any time, click the [Child's EHDI Home Page](#) button on the top left side of the screen.

5.5. RESULTS ENTRY — AMPLIFICATION

The Amplification allows for the collection of additional audiological result data. There are no set rules for when Amplification must be entered, but it is available to collect amplification and equipment information for children and their treating health care professional.

You will find the link to the data entry page for the Amplification information on the blue NYEHDI-IS Hearing Screening tabs. To record results, click the 'Amplification' tab.



You will be taken to the data entry page for Amplification (shown below).

Similar to Diagnostics, there are 2 sections to the Amplification page – Amplification and Results. Each will be described.

5.5.1. AMPLIFICATION SECTION

The top portion of the page contains data fields with organizational information about the child’s health care provider entering information about the amplification device. Following are a description of the fields available.

PAGE FIELD	VALID VALUES	USAGE / EXPLANATION
Hearing Aid Dispensing Center	Defaulted to the org of the health care provider entering the Amplification information	The value in this field should be the location (as indicated by the provider’s organization code, or org) where the Amplification equipment administered. ** NOTE: this is pre-populated with your organization. In most cases you will not alter this information. If you belong to multiple organizations, make sure that the correct one is displayed.
Contact Name	~ not applicable; field is free-form text.	Enter the name of a key person in the organization that other providers could call if they have questions.
Phone (xxx-xxx-xxxx) (required)	10-digit phone number (xxx-xxx-xxxx)	The user must enter this field with the contact information for the name entered in the previous field.

5.5.2. AMPLIFICATION INFORMATION SECTION

Underneath the Amplification section, the Amplification Information section of the page contains data entry where amplification details are entered for each ear, as applicable. Following are a description of the fields available.

PAGE FIELD	VALID VALUES	USAGE / EXPLANATION
No Amplification (right ear, left ear)	- Checked - Unchecked	If one ear of a child was not amplified, check the no amplification box for that ear. Checking both boxes indicates that the child was not amplified in either ear; do not fill out this section. If you started to and realize there is nothing to enter, click the ‘Cancel’ button at the bottom of the page.
Date Amplified (right ear, left ear) (required)	Mm/dd/yyyy	If an ear was amplified, enter the date of amplification for the corresponding ear.
Amplification Type (Right ear, left ear) (required)	- Digital Hearing Aid - Analog Hearing Aid - Bone Conduction Hearing Aid - Cochlear Implant	Select the proper type for the ear receiving amplification.

Once all fields are entered accordingly for the Amplification Information section, the user should carefully review the entries to make sure there are no inaccuracies. If problems are noted, the user can either click to the field and make corrections, or click

Cancel

to erase page contents and start over.

Save

If all entries are correct, the user must click **Save** at the bottom of the page. Results will be saved for the child and they will be viewable on the NYEHDI-IS Landing Page in the ‘Amplification’ section.

To return to the landing page at any time, click the [Child’s EHDI Home Page](#) button on the top left side of the screen.

6. CHI² LANDING PAGE AND THE NYEHDI-IS

Child Health Information Integration, or CHI², is NYS DOH's initiative to provide a single, integrated view of a child's public health information. Capabilities are being defined and made available in phases. With NYEHDI-IS phase 1 capability, a CHI² Landing Page is being introduced as a starting point to find and eventually gather and present child health related information.

6.1. ACCESSING EHDII-IS FROM THE CHI² LANDING PAGE

The CHI² Landing Page is an application under the HCS umbrella and can be found and added to HCS 'My Applications' by following the set of instructions described in the 'Accessing NYEHDI-IS' – 'ACCESS THE HEALTH COMMERCE SYSTEM' section of this document. The CHI² Landing Page is shown below, with its integration to Hearing indicated by the red oval.

Chi²
Child Health Information Integration

Integrated health information to care for New York's children

TOP NEWS

INTEGRATED INFORMATION AND REPORTING AVAILABLE

Welcome to CHI² - The Child Health Information Integration (CHI²) system will provide a seamless integration of the health information of New York's children, available in a timely manner for improved clinical care and public health. One of the objectives for the CHI² Project is to enable clinicians to have a full picture of a child's medical history to facilitate individual clinical care and follow-up in a timely manner for improved service delivery and health outcomes for the child.

CHI² system will enable the integration of datasets within various Department of Health (DOH) programs. These data systems contain information needed to be integrated for healthcare providers to provide quality care to children.

The ability to link child healthcare information across multiple data sources will create a number of beneficial outcomes for the delivery of health care to children in New York State, such as identification and monitoring of different child health status "profile" populations; identification and follow-up of individual children with specific health needs; and identification and assessment of public health needs and issues.

Introduction to EHDII-IS - Welcome to the NY Early Hearing Detection and Intervention Information System (NYEHDI-IS). The NYEHDI-IS provides "one-stop shopping" for health care providers to record and review hearing screening and follow-up testing on the patients they serve. The timely availability of this information is expected to reduce loss to follow up and enable NY's babies to get appropriate early

Immunization
Hearing
Lead Testing

OTHER CHILD HEALTH INFORMATION AND REPORTING AVAILABLE

Newborn Bloodspot Screening
Early Intervention
Neonatal Intensive Care
Congenital Malformations

FUTURE FEATURES

Virtual Child Health Profile

Clicking on the Hearing Link will send users to the application where (after selecting an organization, if necessary) the user can search for a child and then launch the NYEHDI-IS.

6.2. CHI² LANDING PAGE – CURRENT CONTENT AND CAPABILITY

During NYEHDI-IS phase 1, the CHI² Landing page will be available with the links and content seen across five (5) blocks. To see all content available, you may need to utilize a vertical scrollbar (on the left of the screen).

6.2.1. 'TOP NEWS' SECTION BLOCK

The section in the upper left corner contains links to child-health-related news items that have been published by NYSDOH programs. It is an information source that consolidates links from multiple relevant child health programs into a single location. This section requires no user action and is for information purposes only. Links are updated periodically as relevant news items arise.

6.2.2. 'RESOURCES / GUIDELINES' SECTION BLOCK

The bottom left section is reserved for links to resources that are aimed to assist users with program-specific guidelines. This section requires no user action and is for information purposes only. Links are updated periodically as relevant news items arise.

6.2.3. 'INTEGRATED INFORMATION AND REPORTING AVAILABLE' SECTION BLOCK

The top right section contains active links to applications that share information about a single child. Information is integrated in these applications; they share the same demographic information (e.g. child name, address, ...) across the listed applications. Users (with the adequate permissions and access rights) will be able to link directly to each of these applications to perform child health inquiry and reporting functions available. This application list will be updated with additional applications as integrated functionality is made available.

- The NYEHDI-IS application is accessible from a single click on the 'Hearing' Link (for a picture of where the user will arrive after this click, see section "Access to NYEHDI-IS - for Audiologists and/or Users who have not used the NYSIIS application" of this document).
- Clicking on 'Immunization' or 'Lead Testing' will take the user a branded version of the NYSIIS application (for a picture of where the user will arrive after clicking either of these links, see section "Access to NYEHDI-IS - For Users who already use the NYSIIS application" of this document).

6.2.4. 'OTHER CHILD HEALTH INFORMATION AND REPORTING AVAILABLE' SECTION BLOCK

The middle section on the right contains active links to other child health-related applications. These applications are not yet integrated with the demographic data used in the applications listed in the 'Integrated Information...' section above. It is a content block that contains all child health-related applications in a single, centrally-located set of links accessible to health care providers, Users (with the adequate permissions and access rights) will be able to link directly to these applications to perform child health inquiry and reporting functions present in each application.

6.2.5. 'FUTURE FEATURES' SECTION BLOCK

The bottom section on the right contains a list of items that are scheduled for future incorporation into the CHI² program. Where necessary for further explanation, items listed in this section will be links to additional content defining the feature and its expected timeline for rollout.

APPENDICES

A. APPENDIX A — HOW TO OBTAIN USER ACCOUNTS

In the case that you need to obtain user accounts for access to HCS and the NYEHDI-IS application, following are a set of instructions to assist with that process.

A.1. *STEP ONE: OBTAIN / ACTIVATE YOUR HEALTH COMMERCE SYSTEM (HCS) ACCOUNT*

- Health Commerce System (HCS) Account Information and Instructions
 - NYSDOH Health Commerce System is a secure intranet designed by NYSDOH specifically for electronically exchanging health-related data between health care providers and NYSDOH.
 - Individual HCS accounts are required to access the NYEHDI-IS. Each NYEHDI-IS user must have his/her own personal HCS account and a unique login id and password. If you intend to have someone in your organization enter your reporting results, they must be granted an account as well. HCS accounts cannot be shared.
 - If you have an account but have not used it recently, it may need to be re-activated. Users must contact their hospital HCS account administrator to obtain or re-activate their HCS account.
 - If you are not sure if your work site has previously applied for access to the HCS, or who your HCS Coordinator is, you can contact the Commerce Account Management Unit (CAMU) Help Desk at 1-866-529-1890 or hinhpn@health.state.ny.us.

A.2. *STEP TWO: OBTAIN ACCESS TO NYSIIS AND NYEHDI-IS*

- Access to NYEHDI-IS through NYSIIS
 - Since access to the NYEHDI-IS is granted through NYSIIS, you MUST obtain a NYSIIS user account if you do not already have one. In order to gain access, you must call the NYEHDI-IS Help Staff at (518) 473-7016. Be prepared with the name, contact information (minimum of an email address), and HCS ID of the person who will be set-up. If there is any questions regarding user set-up, please call the NYEHDI-IS Help Staff and we can walk you through this.

B. APPENDIX B — NYEHDI-IS APPLICATION HELP RESOURCES

1. If you are experiencing difficulties or have questions regarding the NYEHDI-IS application, contact the NYEHDI program Help Staff at (518) 473-7016. The Help Staff is available Monday – Friday from 9am to 4pm EST.
2. NYEHDI program staff is also available via email at nyehdiis@health.state.ny.us .
3. If you have questions on the content or operation of the CHI² Landing Page, please contact the Office of the Medical Director at (518) 473-9883. Resources are available Monday – Friday from 9am to 4pm EST.
4. If you have questions or issues regarding your Health Commerce System (HCS) id and access to the HCS, please contact the Commerce Account Management Unit (or CAMU) at 1-866-529-1890. CAMU is available Monday – Friday from 8am to 5pm EST.

C. APPENDIX C — SYSTEM REQUIREMENTS

C.1. *INTERNET ACCESS*

Since NYEHDI-IS is a web-based application, you will need reliable internet access, preferably with a dedicated high speed connection, to access all components of the NYEHDI-IS platform and the NYSDOH Health Commerce System. A modem connection may work, but performance has not been tested under these conditions and it is not recommended.

C.2. *HARDWARE REQUIREMENTS*

The following are minimum hardware requirements for the access and use of the NYEHDI-IS application:

- Pentium 500 MHz computer
- 64 MB RAM
- 500 MB free disk space
- Screen display set at a minimum of 800 x 600 resolution and 256 colors
- Mouse and keyboard

C.3. *SOFTWARE REQUIREMENTS*

The following are minimum software requirements for accessing NYEHDI-IS:

- Recommended Internet Browser = Microsoft® Internet Explorer, version 7.0 or higher
- Other supported Internet Browsers = Firefox v3.6 or higher
- Chrome 4.0 or later
- Windows® XP and all subsequent Windows® versions

D. APPENDIX D — OPTIMIZING USE OF THE NYEHDI-IS

D.1. OPTIMIZING BROWSER PERFORMANCE

Unless instructed to do otherwise, your browser will automatically save a copy of each new web page you visit to your computer's hard drive. Over time, these saved files can slow down your browser's performance. To avoid this problem, you may set your browser to automatically delete the temporary Internet files each time the browser is closed.

Deleting Temporary Internet Files (Internet Explorer 7.0)

To automatically delete all temporary Internet files each time Internet Explorer is closed, follow these steps:

- a. Click on Tools on your browser's menu bar.
- b. Choose Internet Options.
- c. Click on the Advanced tab.
- d. Scroll down the list until you see the Security heading.
- e. Put a check mark next to the command, "Empty Temporary Internet Files folder when browser is closed."
- f. Press 'OK'

D.2. EFFICIENT NAVIGATION

Microsoft® Windows® often allows users several ways to accomplish certain tasks. Learning the shortcuts in this section will help you increase your efficiency when entering data, particularly by reducing the number of times you will need to switch from keyboard to mouse. These shortcuts will work in almost all Microsoft® software, not just Internet Explorer.

Keyboard Shortcuts

Deleting data: When a field or a portion of a field is highlighted, typing something deletes the highlighted information and replaces it with the characters you typed. If you hit the Delete or Backspace key, the highlighted information is deleted. To place the cursor in a specific position within highlighted text, position the cursor where you want it and click the left mouse button once.

Tab: The Tab key advances the cursor to the next field. Internet Explorer moves through the fields in the order specified by the web page. When the cursor reaches the last field, it advances back to the first field on the page when Tab is pressed.

Shift+Tab: Holding down the Shift key and pressing the Tab key will bring the cursor back to the previous field. In Internet Explorer, the cursor will go back to the previous field defined by the web page.

Enter: In most cases, the Enter key will complete entry of information on the current page. Most pages have a default button that is activated when the Enter key is pressed — this button could be called Save, Submit, OK, etc.

←(Left Arrow): The left arrow key moves the cursor one character to the left.

→(Right Arrow): The right arrow key moves the cursor one character to the right.

Ctrl+←: Holding down the Ctrl key and pressing the left arrow key moves the cursor one word to the left.

Ctrl+→: Holding down the Ctrl key and pressing the right arrow key moves the cursor one word to the right.

Ctrl+A: Holding down the Ctrl key and pressing the A key will select all the text in the current field.

Ctrl+C: Holding down the Ctrl key and pressing the C key will copy all highlighted text in the current field to the clipboard without changing the highlighted field.

Ctrl+V: Holding down the Ctrl key and pressing the V key will insert ("paste") the contents of the clipboard at the current cursor position.

Ctrl+X: Holding down the Ctrl key and pressing the X key will cut all highlighted text from the current field and place it on the clipboard.

Delete: The Delete key deletes the character to the right of the cursor. If the field is highlighted, all highlighted text is deleted.

Backspace: The Backspace key deletes the character to the left of the cursor. If the field is highlighted, all highlighted text is deleted.

Home: The Home key positions the cursor to the left of the first character in the field.

End: The End key positions the cursor to the right of the last character in the field.

Shift: Using the Shift key in conjunction with any key affecting cursor position will highlight all characters in the field between the starting cursor position and the ending cursor position. For example, if the cursor is at the end of a field and Shift+Home is typed, the cursor is repositioned to the left of the beginning of the field and the entire field is highlighted.

Ctrl: Using the Ctrl key in conjunction with any key affecting cursor position will move the cursor all the way to either end of the field, or the next space in the indicated direction. Using the Ctrl and Shift keys simultaneously not only moves the cursor, but also highlights all text in the field between the starting cursor position and the ending cursor position.

Space: When the cursor is at a check box, the Space bar toggles the check mark on and off.

Mouse Shortcuts

Unless otherwise specified, mouse clicks refer to the left mouse button.

Clicking in a field: Clicking in a field will place the cursor in that position.

Double clicking in a field: When a field contains one character string with no spaces, you may highlight the entire field by double clicking anywhere in the field. If the field contains words separated by spaces, double clicking highlights only the word at which the cursor is pointing.

Triple clicking in a field: When a field contains words separated by spaces, the entire field may be highlighted by triple clicking anywhere in the field.

Dragging the mouse: To highlight a field, hold down the left mouse button within a field and drag the mouse across the field.

Right clicking in a field: When you right click in a field, NYEHDI-IS displays a pop-up menu with various options. If any items are grayed out, there is either no text currently selected or no text is currently on the clipboard. The pop-up menu, or toolbar options are as follows:

- **Undo:** Selecting the Undo option reverses your last action. Undo may be repeated several times.
- **Cut:** Selecting the Cut option deletes all highlighted text in the current field and places it on the clipboard.
- **Copy:** Selecting the Copy option duplicates all highlighted text in the current field on to the clipboard without changing the highlighted field.
- **Paste:** Selecting the Paste option inserts the contents of the clipboard into the current field.
- **Delete:** Selecting the Delete option removes the highlighted text without placing it on the clipboard.
- **Select All:** Selecting the Select All option highlights all text in the current field.

E. APPENDIX E — GLOSSARY OF SELECTED TERMS

ABR	Auditory Brainstem Response. This test is used for newborn hearing screening, auditory threshold estimation, intraoperative monitoring, determining hearing loss type and degree, and auditory nerve and brainstem lesion detection.
CHI²	Child Health Information Integration. It is an evolving application that connects child data from multiple public health systems. Currently, CHI ² is a landing page for health care providers to review child health program information and to launch into NYSDOH child health systems.
EI	Early Intervention. The New York State Early Intervention Program (EIP) is part of the national Early Intervention Program for infants and toddlers with disabilities and their families. To be eligible for services, children must be less than 3 years of age and have a confirmed disability or established developmental delay, as defined by the State, in one or more of the following areas of development: physical, cognitive, communication, social-emotional, and/or adaptive.
EVERS	Electronic Vital Events Registration System. It is a New York City Department of Health and Mental Hygiene application that enables the entry of birth data. Hospitals and birthing facilities are required to administer and report Initial Hearing Screenings, and the results should be recorded in EVERS. When these results are recorded in EVERS, there are integrations with NYSIIS and NYEHDI-IS that pre-load the child's demographic and initial hearing screening information, improving data quality and reducing the amount of data entry by health care providers. Any updates hearing screening data on EVERS records is NOT received by the integrated applications.
NYEHDI-IS	Early Hearing Detection and Intervention Information System. It is an application that enables the collection of individual newborn hearing screening result data in accordance with New York Public Health Law.
NYEHDI Program	New York Early Hearing Detection and Intervention Program. It refers to the New York State Department of Health program unit responsible for the NYEHDI-IS application.
NYSIIS	New York State Immunization Information System. It is a population-based web application containing consolidated demographic and immunization history information. In the context of NYEHDI-IS, functionality in the NYSIIS application is leveraged by NYEHDI-IS for child searches and demographic information updates, additions, and storage. This means you will not have to enter brand new demographic information for most children, and when you do you will be using a NYSIIS application function that will be familiar to many NYEHDI-IS application users.
OAE	Otoacoustic Emission testing. It is a testing method measuring hearing function by presenting tones or clicks to the ear through a probe that is inserted in the ear canal and recording the otoacoustic emission that is created in the ear in response to the sound presented.
ORG	Shorthand for 'Organization'. In this context, an organization refers to the practice (or group of practices) that a user is associated with. A user's organization will influence what children can be accessed and for whom hearing screening results can be recorded. A user is assigned to an 'organization' when their id and credentials are first set up. This user set-up and administration is a function leveraged from the NYSIIS application. For information about user set-up, please refer to the NYSIIS application user manual.
PFI	Primary Facility Identifier. It is a system identifier assigned by New York State Department of Health, in order to uniquely identify hospitals and other entities delivering health care.

SPDS

Statewide Perinatal Data System. It is a New York State Department of Health application that enables the entry of birth data. Hospitals and birthing facilities are required to administer and report Initial Hearing Screenings, and the results should be recorded in SPDS. When these results are recorded in SPDS, there are integrations with NYSIIS and NYEHDI-IS that pre-load the child's demographic and initial hearing screening information, improving data quality and reducing the amount of data entry by health care providers.